



<p>Renfrew County Joint Transportation Consortium</p> <p>RESPECTFUL WORKPLACE: FORMAL COMPLAINT</p> <ul style="list-style-type: none">○ To be completed by the complainant or the complainant's representative.○ Written statements from the complainant should be attached to this form.
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Workplace conflict refers to a dispute about conduct directed at a specific individual by another staff member. The objectionable conduct is often, but not always, persistent, ongoing, vexatious conduct or communication which might reasonably be known to be unwelcome. Objectionable communication may include offensive electronic messages.

Date of this formal complaint: _____

A. IDENTIFICATION OF PARTIES TO COMPLAINT:	
Name of Complainant:	_____
Position:	_____
Representation: (Union, Federation, Association, Other)	_____
Name of Respondent:	_____
Position:	_____

B. DETAILS OF THE ALLEGATION BY COMPLAINANT:

Date(s) of incident(s) or time frame: _____

Date complainant or representative informed the respondent that the behavior was objectionable: _____

Date(s) of previous attempt(s) at informal resolution, if applicable: _____

Has the complaint been reported previously? Yes _____ No _____

If yes, to whom, and what actions were taken? (Please use additional pages if necessary.)

State what was said/done, when, where and how, times, dates, locations and names of witnesses. Use the specific language that was used; tell exactly what happened; and give the location of any incidents and possible witnesses. Please attach written statements to this form.

Signature of Complainant

Date

The information contained in this form is confidential and every reasonable step will be taken to maintain confidentiality in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. This form and any attachments will be copied to the respondent named above.

Please place this form in a sealed envelope marked "Private and Confidential" and forward it to your immediate supervisor, or if the supervisor is the respondent, to the supervisor to whom that supervisor reports. The supervisor shall forward the sealed envelope to the General Manager or their supervisor if appropriate.